



# **Administrative Requirements**

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- ⌚ **RFP SUBMITTAL CONSISTS OF:**
- ⌚ **VOLUME 1 - Administrative, Technical and Cost**
- ⌚ **VOLUME 2 - Confidential Information  
(if applicable)**

# **Volume 1 - Section 1, Administrative Response**

  **Cover Letter**

 **Table of Contents**

 **Required Administrative Forms**

 **Contractor Status Form**

 **Small Business Preference Certification letter  
(optional)**

 **Completed Disabled Veteran Business  
Enterprise Forms**

 **Contractor Certification Clauses**

# **Volume 1 - Section 1, Administrative Response (continued)**

- Customer References**
- Target Area Contract Preference Act (if applicable)**
- Enterprise Zone Act (if applicable)**
- Local Agency Military Base Recovery Act (if applicable)**

**If you are claiming Small Business Preference, you may submit the certification in this section.**



# **Volume 1, Section 2 - Technical Response**

- ⌚ **Company/Team Organization**
  - **Previous Work Products (one set to be submitted with original RFP only)**
- ⌚ **Project Management**
- ⌚ **Approach/Methodology to Meet Task Objectives**
- ⌚ **Team Member Experience and Qualifications**
- ⌚ **References**



# **Volume 1, Section 3 - Cost**

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- ∩ **Cost Summary**
- ∩ **Labor Rate Evaluation**
- ∩ **Final Cost Score**



# **Volume 2 - Confidential Information (if applicable)**

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⌚ **Confidential Information**



# **Small Business Certification**

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**Sandra Barnett is the Energy Commission's Small Business/DVBE Advocate and will be providing you with the appropriate information.**



# Key Dates

- ⌚ **Distribute Questions & Answers - February 18, 2005 (tentative date)**
- ⌚ **Deadline to Submit Proposals - March 17, 2005 by 5:00 p.m. - must be delivered to the Energy Commission's Contracts Office**
- ⌚ **Notice of Proposed Award - April 4, 2005**
- ⌚ **Contract Term - June 13, 2005 - June 12, 2008**





# **Who to Contact?**

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